EVENT PLANNING AGENDA TEMPLATE

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Grand Events Management
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Event Planning Agenda

Meeting Date: October 15, 2050
Time: 10:00 AM - 11:00 AM
Venue: Grand Conference Room

Meeting Facilitator: Samantha Collins
Notes Taker: Benjamin Evans

Attendees:

1. Rebecca Anderson
2. Jonathan Parker
3. Olivia Adams

Purpose:
To plan and coordinate an upcoming event to ensure its successful execution.

Before the Meeting:
The facilitators will gather all stakeholders and tap into their creative juices.

Agenda:

Time	Discussion Topic
10:00 AM - 10:15 AM	Review the event's objectives and establish a purpose and desired outcomes.
10:15 AM - 10:30 AM	Discuss venue selection, seating arrangements, audiovisual requirements, catering options, and other essential elements for seamless execution.
10:30 AM - 11:00 AM	Develop a comprehensive marketing strategy, including social media, email campaigns, press releases, and partnership

Notes: The next planning meeting is scheduled for November 5, 2050.

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